



Town of Windsor
9291 Old Redwood Highway
P.O. Box 100
Windsor, CA 95492-0100
Phone: (707) 838-1000
Fax: (707) 838-7349

December 15, 2005

Judge Allan Hardcastle
Presiding Judge of the Superior Court
Hall of Justice
P. O. Box 5109
Santa Rosa, CA 95402

Re: Follow-Up Response to 2004-2005 Sonoma County Grand Jury Report

In a letter dated December 6, 2005 the Grand Jury requested that the Town's responses to the Sonoma County Grand Jury Report of "A Disaster Waiting to Happen" be in the format required by Penal Code section 933.05. Listed below, underlined for clarity, are the Town's responses to the Grand Jury's findings and recommendations in the format required by Penal Code section 933.05 combined with the Town's original responses to the Grand Jury.

A Disaster Waiting to Happen

Finding 10 – The city plans are not consistent in scope and detail. The City of Santa Rosa has a well-structured but dated plan. Cotati's plan is literally a copy of the county plan, Cloverdale is still using the 1989 two volume door-stopper plan that existed before the adoption of SEMS, and Healdsburg's plan is dated 1987. See Exhibit D for a table comparing the format and date of the county and city plans.

Response: The Town disagrees wholly with this finding since it can only comment about the scope and detail of its own plan and is not in a position to be able to evaluate the scope and content of plans in other cities. Because the Town, County, and other cities have different capabilities, resources, and risk factors, each agency's plan should not be overly similar in scope and detail. The Town, through its contract for police services with the Sonoma County Sheriff's Department, is in the enviable position to have all of the resources of the Sheriff's Department at its disposal for any disaster that takes place in Windsor. These resources include over 200 peace officers, hazardous material trained specialists, various marine patrol/evacuation craft, and a multi-purpose helicopter. For this reason the Town's plan would more closely mirror the County plan and may be dissimilar from other small to medium sized city plans.

Recommendation 3 – Each city council should:

- *Initiate an annual review of its disaster plan, coincident with the budget cycle, starting with the 2006-2007 cycle. These reviews should include the following tasks as a minimum:*
 - *Examine status of the actions from the previous year's review.*
 - *Review any tests during the year and any plan changes required as a result of the tests ("no change" is an unlikely outcome).*
 - *Request detail of any changes to the plan occasioned by known state, national or world emergencies that occurred in the review year.*
 - *Request detail of any changes to the plan required by directives from the Department of Homeland Security (with due regard to any security and secrecy requirements).*
 - *Concur by vote, that the review has been completed successfully.*

Response: The Town agrees in part with this recommendation, recognizing the value of a periodic review of its disaster plan. However, the Windsor Town Council should decide when circumstances warrant a review of its disaster plan, which may or may not be annually. Historically, the Town's management staff has reviewed the Town's disaster plan on a periodic basis and made adjustments as needed to improve efficiency or in response to field testing, current events and new regulations. Coordinating these periodic reviews to coincide with the Town's budget cycle is a logical way to proceed in the future.

Recommendation 5 – The Board of Supervisors and each city council, should:

- *Demand that plans be put in place to ensure that all existing employees have been or will be trained in SEMS and the Emergency Recovery Plan for the county, and/or their city. The training should be completed by year-end 2005.*
- *Document the reporting steps employees must take as support individuals in the event of a disaster.*
- *Endorse that the most effective use of most employees is to focus on business resumption.*

Response: The Town agrees in part with this recommendation, relating to the value of ongoing training and reporting documentation for employees. In fact, this training and documentation has already been completed for Town employees. However, as noted below, Town employees will continue to focus initially on the protection of public lives and safety, not business resumption. The Town, in cooperation with the Sonoma County Office of Emergency Services, conducts periodic orientation and tabletop field training exercises in SEMS for all Town

employees. The Town's existing SEMS Plan documents the roles and reporting relationships of various Town staff. In responding to any disaster, Town employees focus on the protection of public lives and safety, not business resumption. However, business resumption will be a high priority once community safety has been achieved.

Please contact Town Manager Matt Mullan or me @838-5311 if you have any questions regarding the Town's responses.

Respectfully submitted,



Sam Salmon
Mayor

c: Windsor Town Council
Sonoma County Board of Supervisors

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